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SHARING THE LEADERSHIP? LOAD

(What Kind of Group Techniques Do You Use?)

The checklist which follows will be most useful if a 4-H Club or Council discusses it before using it. It is merely a guide for showing up problems that need a club's or council's attention. It is not a test.

A group will, perhaps, decide to fill out the checklist as the program activity for one of its meetings.



1. Planning meetings in relation to what members expect

Good planning includes a consideration both of what the members expect to get out of any particular meeting and of what they expect to get out of their membership in the club itself.

1. Do we plan our meetings in relation to what members expect from them?



We have no way of knowing what members expect.

If members specifically request something be on program it usually is considered

We frequently find out what members want in club meeting

a. Does the leader consider members' expectations?

b. Do the members cooperate in telling the leader?

2. Freedom to Express Ideas.

If members of a club feel inhibited about saying what they think, possibly they do not have complete confidence and trust in themselves, the group, or the leader. People feel free to express themselves frankly in an atmosphere of friendliness and informality.

2. Do we have an atmosphere in which all feel free to express ideas and feelings?



Our meetings are formal and only a few participate.	Everyone talks but we can't find out what they really think.	We usually have an atmosphere of free, easy expression.
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- a. Does the leader encourage a climate of free expression?
- b. Do members encourage other members to express themselves?

3. Defining and clarifying goals during meetings.

Many groups get bogged down in rather pointless activities because no one seems to know where the group really wants to go. Effective leadership helps the group to clarify and agree on goals.

3. Do we decide on and clarify our goals during meetings?



We never consider goals during meetings.	We attempt to set goals at the beginning of the year.	We frequently discuss and clarify our goals.
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- a. Does the leader suggest goals?
- b. Do the members take responsibility for setting goals?

4. Being sure we understand each other

A group can often go astray because one or more members derive a meaning from a statement or situation that is different from the meaning derived by others in the group. Smooth club operation requires that everyone understand.

4. Do we watch our discussion to see if we understand one another?

Our group has frequent misunderstandings.	We understand each other most of the time.	We frequently check to be sure every member understands.
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- a. Does the leader assume the responsibility of making things clear to everyone?
- b. Do the members share this responsibility?

5. Check consensus on "decision readiness".

Many groups think they are being democratic as long as all decisions are put to a vote. If some members are hesitant about deciding something, it may mean that the group has too little information to decide. Calling for a vote may lead to premature action and create dissatisfaction.

5. Do we test to see if we are ready to make decisions?

We usually call for a vote when anyone asks for it.	We sometimes take an informal poll to see if we're ready to decide.	We frequently ask if everyone is satisfied that we are ready to make a decision.
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- a. Does the leader assume this responsibility?
- b. Do the members assume this responsibility?

6. Spreading jobs and responsibilities among the members.

In some groups, when new jobs are invented they automatically fall to the same leaders. This overloads a few leaders and gives members no part in steering the group. This reduces opportunities for practice in leadership skills.

6. Do we spread responsibilities throughout the group?



Most responsibilities are given to the leaders.

Sometimes group members share in responsibilities.

Responsibilities are widely distributed throughout the group.

a. Does the leader assign responsibilities?

b. Do the members help to see that responsibilities are shared?

7. Summarizing progress toward goals from time to time.

Unless everyone is clear about what is being done and what remains to be done, there may be a loss of morale. Frustrations are likely to develop from a feeling that the group is getting nowhere.

7. Do we summarize progress from time to time?



We don't take time to find out how individual members are getting along.

We examine our progress if our agent suggests it.

We frequently summarize what has been accomplished.

a. Does the leader take the initiative on this?

b. Do the members take the initiative on this?

